

HOW TO SEND THE ANALYTICAL RESULTS OF THE **ielab** PROFICIENCY TESTS? Step by Step Guide.

Keying in of results online

- When entering to the section “*Results key in*”, you will find a drop-down menu with all the active rounds to which you laboratory is registered for. You have to choose the round for which you want to key in the results.
- The decimal digits should be entered according to the regional configuration that is established on the computer of the customer.
- To save the results you should click on “*Save*”. This action saves the results in ielab’s informatics system, but they still are available for the customer to be changed or completed until the last day of the round. On the last day of the round all saved data from all the participants are downloaded by an automatic process and from this moment on the access to the option “*Results key in*” is blocked.
- In each bulletin there are several mandatory fields. In case you don’t fill in these fields, the system warns you when you save the results, but the results always will be saved, even in case they are not in the expected format or even if there are empty mandatory cells.
- Apart of this, you will receive a confirmation e-mail confirming that your analytical data have been keyed in correctly into the web page, with a copy of the data that have been saved. Please check that you receive this e-mail and that the data are the ones you entered.
- If you don’t receive this abovementioned e-mail, this means that the results haven’t been saved correctly in the web page and you should repeat the process.
- You can print the bulletin by clicking on “*Print bulletin*”, but please remember that you cannot use this template to send your results by fax. In case you have some problems at the time of printing the bulletin, please review the emerging elements (pop-ups) of your computer.
- Once the round has finished, you cannot modify the entered results, but you can view the results by clicking on the menu option “*Results browser*”.

Sending of the results by fax (or scanned copy by email)

- If you chose the option “Paper management” when you registered to our PTs, together with the samples of each round you’ll receive the form to send the results.
- If you delegated the registration to ielab, you have been informed of the participation code that has been assigned to your lab. Additionally we also sent to you the user and password in case you want to enter to the website.

- If you want you can change all these data, i.e. participation code, user and password, but please always remember these codes or write them down in a safe place, specially the participation code, as you need it to send your results.
- You always can check you participation code at the section *“Change data”* and *“Results key in”* at the menu of the website.
- For confidential reasons ielab does not know these safety codes, so in case of lost of these data you should request in written to ielab the deletion of the previous user and password and then you'll be given new codes. The participation code will not change in this process.
- On the form you can see the fax number and address, where the data have to be sent.

RESULTS REPORT

- For each round a detailed report will be issued, that includes the results of the preparation of the samples (homogeneity and stability), tables with the results from all the participants, the testing method that have been employed (each identified with a number), the statistical analysis and the corresponding charts.
- The report will be available about 15 working days after the reception of the results. This report will be sent by registered mail to those participants that have chosen *“Paper Management”* and by e-mail in PDF format the rest of the participants.
- In all cases the report always will be available on the web page until the PT campaign of the next year.
- In case a laboratory detects an error or does not agree with the assessment of its results, the organizing body has procedures for a correct treatment of this complaint.
 - If you want you can change the participation code, the user and the password, but please always remember these codes or write them down in a safe place.
 - You always can check you participation code at the section *“Change data”* and *“Results key in”* at the menu of the website.
 - For confidential reasons ielab does not know these safety codes, so in case of lost of these data you should request in written to ielab the deletion of the previous user and password and then you'll be given new codes. The participation code will not change in this process.